

Rutherford County Assessor of Property

Commercial Property Income/Expense Questionnaire

Property Address: _____

Contact Number: _____

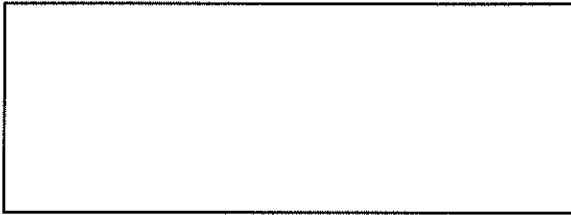
Building Name: _____

Name of Agent or
Management Firm _____

Parcel: _____

Account: _____

Tax Year: **2013**



Please provide rental and expense
data from the calendar year 2012.

Rental Data:

Tenant	Unit #	Rent Rate Monthly	Expenses Passed Through	Unit Size Per Sq. Ft.	Lease Term	Lease Begins	Lease Ends
1) _____	_____	\$ _____	_____	_____	_____	_____	_____
2) _____	_____	\$ _____	_____	_____	_____	_____	_____
3) _____	_____	\$ _____	_____	_____	_____	_____	_____
4) _____	_____	\$ _____	_____	_____	_____	_____	_____
5) _____	_____	\$ _____	_____	_____	_____	_____	_____
6) _____	_____	\$ _____	_____	_____	_____	_____	_____
7) _____	_____	\$ _____	_____	_____	_____	_____	_____
8) _____	_____	\$ _____	_____	_____	_____	_____	_____
9) _____	_____	\$ _____	_____	_____	_____	_____	_____
10) _____	_____	\$ _____	_____	_____	_____	_____	_____

Gross Rents Possible \$ _____

Year End Vacancy Space _____ SqFt.

Other Income \$ _____

Who Pays Insurance? Owner _____

Tenant _____

Who Pays Taxes? Owner _____

Tenant _____

Who Pays Utilities?: Owner _____

Tenant _____

Who Pays Common Area Maintenance? Owner _____

Tenant _____

Does the Agent / Management Firm have an ownership in the property?

YES or NO (Please Circle)

Are any operating expenses paid to persons with an ownership interest?

YES or NO (Attach explanation if yes)

Do any tenants have a percentage rent clause in their lease?

YES or NO (Attach explanation if yes)

CONTINUED ON BACK

Operating Expenses:

1) Property Management Fee	\$
2) Accounting & Legal Fees	\$
3) Repairs and Maintenance	\$
4) Garbage Removal	\$
5) Pest Control	\$
6) Utilities	\$
7) Interior Painting	\$
8) Miscellaneous Expenses	\$
9) Real Estate Taxes	\$
10) Insurance(Annual Premium / Buildings Only	\$

Items to be Replaced:

	Cost New	Year Replaced
11) Roof Covering	\$	
12) Appliances	\$	
13) Heat & Cool Systems	\$	
14) Floor Covering	\$	
15) Exterior Painting	\$	

Please Indicate: Year Purchased: _____ Purchase Price: _____
 Year Built: _____ Construction Cost: _____

Date: _____ Signed: _____ Phone: _____

Name: _____ Company: _____

(Please Print)

Please return the completed form to:
Rutherford County Property Assessor Office
Attn: Russell Key
319 North Maple Street Suite 200
Murfreesboro, TN 37130
or via email at the following: rkey@rutherfordcounty.org

Comments